



Job Description

Client Services/Development Coordinator

THE OPPORTUNITY

FirstPic, Inc. seeks full-time energetic candidate to assist in coordination of client relations and development services for a variety of youth development non-profits. The Client Services/Development Coordinator will have the opportunity to support FirstPic's clients consisting of local, national and international youth non-profits. The Client Services/Development Coordinator will focus on managing communications with current and potential funders including Congress and the Administration; research current and future funding opportunities; attending meetings, briefings and hearings; manage Senior VP's calendar and administrative tasks; and some grant writing. This is a fantastic opportunity for an individual interested in gaining broad exposure to the operations of nonprofits and the federal government, working directly with the leadership team, and developing a wide variety of professional skills applicable to organizational leadership.

REQUIRED SKILLS

- The successful applicant will possess excellent communication skills (writing, editing and speaking);
- Be detail oriented;
- Possess a strong work ethic;
- Ability to manage multiple priorities in a dynamic, fast-paced work environment.
- Excellent interpersonal skills and ability to effectively work with a diverse array of stakeholders both within and outside the United States;
- Capitol Hill, development and/or youth development experience a plus.

RESPONSIBILITIES INCLUDE:

- Managing communications with current and potential funders including Congress and the Administration;
- Researching current and future funding opportunities;
- Attending meetings, briefings and hearings;
- Managing Senior VP's calendar and administrative tasks;
- And grant writing.

ADDITIONAL INFORMATION:

- Degree required

- Salary in the \$40s
- Benefits include Medical, Dental, Vision, 401K, Life Insurance, Short- and Long-Term Disability, Annual Paid Leave, and Paid Holidays

NEXT STEPS

- Please submit a resume and cover letter (with salary requirements) to recruitment@firstpic.org. Please include the job title in the subject line of the email. PDF format preferred.